



SOMERS HEATH
PRIMARY SCHOOL

Site Manager/Caretaker (Handyman)

JOB DESCRIPTION

Job Title:	Site Manager/Caretaker (Handyman)
Grade:	Catalyst Academies Trust, Band C/D. (£22,780 - £25,932)
Responsible to:	Head Teacher and School Business Manager
Line Manager:	School Business Manager

Purpose of Job:

· To ensure that the site and grounds are maintained at all times in a safe, clean and healthy state for pupils, staff and visitors and other users of the site facilities.

Principal Responsibilities:

- To manage and ensure the security of the academy premises at all times
- Ensuring the premises are open for use as and when required and securing the premises at the end of each shift
- To ensure the site remains a safe environment at all times
- To work alongside Governors and the school's Senior Leadership Team to create and maintain a facilities management programme for the academy
- Negotiate the renewal and manage the arrangements of maintenance contracts and associated SLAs for the academy
- To ensure the lighting and heating of the premises are functioning appropriately
- To oversee the cleaning of the whole academy building and liaise with the cleaning contractor

All of the above points should be carried out in accordance with the specifications of the Head Teacher, School Business Manager and the Governing Body.

Main Duties

Security:

- Responsibility as first key holder for the site and undertake associated call out duties on a 24-hour basis.
- Notify the Police of any damage to the building, obtain a crime number, and secure the building if necessary.
- Monitor on-site traffic reporting any issues as necessary to the Headteacher/School Business Manager
- Responsibility for the security of the building(s) and their contents including patrolling the school, opening and locking of gates and doors, ensuring that windows are locked and secure, and that security systems are activated accordingly
- Requesting unknown persons on site to furnish proof of identity to prevent trespassing on premises, referring to the Headteacher/School Business Manager and the police, where necessary and appropriate, to prevent unauthorised parking on the school site.
- Ensuring that CCTV cameras and video recording equipment is functioning correctly
- Carry out daily perimeter checks and playground and grounds inspections for any hazards and establish and maintain records of these for evidence.

Health and Safety:

- To be responsible, together with the School Business Manager, for H&S at the academy and to attend appropriate 'Health and Safety' training courses when requested
- To ensure Personal Protective Equipment (PPE) is used wherever there are risks to Health and Safety that cannot be adequately controlled in other ways
- When on site ensure that areas involved with "sickness" are cleaned immediately and disinfected within a reasonable timescale, and ensure that cleaning staff are aware to carry out deep cleaning.
- Ensure that all equipment and machinery is in a safe working condition and properly stored when not in use, reporting any concerns about the condition of equipment to the School Business Manager as quickly as possible.
- Create and maintain a COSHH assessment file, and when purchasing materials ensure that the manufacturer or supplier submits a safety data sheet.
- To ensure that assessments of all chemicals are requested and recommend safer alternatives as necessary
- To manage the control, monitoring, ordering and safe storage of cleaning materials and supplies as necessary
- Act as the designated SAMO for the academy and be responsible for staff asbestos training and awareness

- Ensure that the asbestos register is kept up to date and that all contractors are asked to review and sign this before undertaking any duties.
- To carry out an annual inspection of the site and report any changes in the conditions where asbestos has been identified to exist.
- To check water temperatures and make records on a weekly basis ensuring that all legionella assessments are up -to -date
- To test and record fire alarm systems and emergency lighting on a weekly basis.
- To be responsible for the production of the academy's Fire Evacuation Plan, in conjunction with the Headteacher/School Business Manager, and overseeing the termly fire drills
- To undergo training in relation to Fire Warden Responsibilities, including examination, safe use and inspection of fire equipment.
- To identify and carry out first line minor repairs and maintenance where requested.
- To test portable electrical equipment if trained and accredited to do so.
- To carry out snow clearing and gritting to ensure playgrounds and essential pathways are safe to use
- To keep school grounds and premises litter free, ensuring any hazardous materials or items are disposed of safely.
- To oversee the contractual maintenance of the boiler and heating systems to ensure satisfactory operation, as well as carrying out daily checks
- To maintain Risk Assessments and ensure they are kept up -to -date, making certain that all staff have signed to say they have seen, read and understood said Risk Assessments as required.

Assessments:

- To act on the Building Assessment which would include electrical and mechanical issues. Acting on reports issued from external contractors, you would prioritise areas within the site that had been identified for works.
- To carry out a risk assessment of the building(s) and grounds on a weekly basis, identifying areas that could potentially cause a risk or accident and establishing a record of these checks and the resolution of any problems.
- To draw to the attention of the School Business Manager any repairs or maintenance work required at the site

Personal Responsibilities:

- Clean designated areas daily, including School offices and the two School halls, and undertake emergency cleaning of other areas as necessary, including the disinfection of designated toilets, where applicable
- The maintenance of all floors as appropriate, including application of any appropriate floor cleaners/seals, where not covered by contract cleaning specifications

- As time permits, but at least once per year, cleaning of all light fittings and diffusers where necessary, using appropriate climbing equipment and arrange for collection of and safe disposal of all old florescent light tubes, etc
- Manage supplies of products (e.g. light bulbs/florescent tubes, cleaning materials, toilet rolls, hand towels etc) to enable the academy to function smoothly
- Ensuring that the premises/site is available for school day and outside of school day activities on evenings and at weekends, including the setting up of equipment and/or furniture as required and securing the premises after use
- Carrying out authorised procedures in the event of a fire, flood, breaking and entering, accident or major damage
- Liaise and maintain relationships with outside agencies, including contractors, keeping records of all meetings and telephone calls
- Exercising judgement in assessing and carrying out school site/premises 'handyman' works and projects including first line repairs and maintenance, such as: -
 - plumbing work – e.g., repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc.
 - painting and decorating, as appropriate,
 - plastering work such as repairing cracked or broken plaster, making good damaged walls, for example, following the removal of say, shelving or similar fittings;
 - fencing and boundary repairs, e.g., mending broken fencing panels or stakes, repairing holes in chain link fences etc.
 - Glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. N.B. Specialist contractors would be used for repairs to large windowpanes or double-glazed units or windows at a high level.
- Work with and co-ordinate with cleaning staff/cleaning contractors on a daily-basis and, during the school holidays, to undertake 'deep' cleaning of the site, for example the 'deep' cleaning of floors and carpets, the washing of internal walls, e.g. classrooms, offices and corridors, cleaning of all windows, inside and out and jet washing of external walls and hard surfaces.

Heating/Cooling Systems

- Inspection of Boiler Plant daily to ensure boiler equipment is in sound working order.
- The cleaning of all heating/cooling & air-conditioning system units including filters, etc on a six-monthly basis, where required.
- Taking readings of electricity, gas and water meters on a weekly basis, reporting exceptional variances to the School Business Manager.

Other Duties

- Porterage of goods and materials and movement of furniture and equipment as required. Accepting delivery of goods and materials for distribution and storage, always taking into consideration health & safety factors when moving heavy or awkward items

- Ensuring that all rubbish and broken furniture is removed from the building and is taken to bins or to a safe storage area so that it can be disposed of.
- Report to Line Manager any malicious vandalism.
- Negotiating prices with outside agencies when ordering goods and services.

Grounds Maintenance

- To ensure that external litter bins are emptied daily and that the site is kept clear of litter and animal excrement.
- Weeding of paths, paved areas and gutters etc. as required. Snow clearing and gritting of playgrounds and all essential paths, as required, during winter periods
- Ensuring that all areas and paths are free from hazards and that all drains and gullies are free flowing and clean. Reporting any blockages to the School Business Manager, as appropriate.
- To follow the maintenance programme for all outside areas and equipment, keeping records of when these maintenance procedures are carried out to enable a timetable of work to be developed
- To oversee the work of the Grounds Maintenance Contractors
- To assist the School Business Manager in keeping the Asset Management Register up- to -date.

Prioritising and Planning

- Recording planned tasks targeted for the week and producing an overview for the year ensuring working targets are met.
- Regularly reviewing work undertaken by attending meetings with the Headteacher, School Business Manager and Governors, as requested.
- Undertaking any other duties/tasks as may be necessary and required by the Headteacher and/or School Business Manager from time to time. The duties may be varied by the Headteacher, School Business Manager and Governing Body to meet the changed circumstances in a manner compatible with the post.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
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The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The Post holder must

promote and safeguard the welfare of the children and young people that they come into contact with.

The Post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Academy.

The Post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Academy records and information.

The Post holder must carry out their duties with full regard to the Academy's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other relevant Policies.

The Post holder must comply with the Academy's Health and Safety rules, procedures and regulations and with Health and Safety legislation.